

Venue	House of Sport, Upper Malone Road, Belfast, BT9 5LA	Date	14 September 2016
Time	17:00-20:15	Status	Business

PRESENT:

Chair: Brian Delaney

Members: Richard Bullick

Kieran Harding

Kyle Ferguson

Andrea Bingham

Celine McStravick

In Attendance: Maggie Smith, Interim Chief Executive Officer

Leigh Brown, Acting Director of Sport Management Services

John News, Acting Director of Participation and Facilities

Willie Devlin, Programme Manager (for Item 3)

Alan Curran, Performance Systems Manager (for Unit Update)

Susan McStay, Board Secretary

Apologies: Catherine O'Mullan

Wilma Erskine

Sean Ogle

BUSINESS

Item	Description
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1. Welcome**1.1 Declarations of Interest**

There were no new conflicts of interest declared.

1.2 Minutes of Board meeting on 17 August 2016

An addition was made to Item 18.

"The Board welcomed the funding but requested further clarity and detail on the difference between the Boxing Investment Programme and Ministerial direction".

Members were content that with the revision, that the minutes were a true and accurate record of

the meeting.

1.3 Matters Arising from Meeting on 9 June 2016

Members noted that 6 actions are complete and the remaining 5 are ongoing.

UNIT UPDATE

Business Area in Focus: Performance Sport presentation given by Alan Curran, Performance Systems Manager

FOR DISCUSSION

2. Boxing Investment (including Capital update paper)

Willie Devlin presented paper SNI/16/80 asking the Board to note the progress in relation to four clubs which had been awarded funding by the Department for Communities.

Members requested that further information be provided regarding the outworkings of this funding.

Members noted the 4 amber and 1 red Sport NI capital projects and the actions taken or planned to progress these.

Members also noted that DfC has made £300k capital funding available for Motorsport for Safety Equipment.

FOR APPROVAL

3. Safety at Sports Grounds Advisory Unit Revised KPI for 2016-17

John News presented paper SNI/16/81, drawing attention to the Operational Framework on Safety at Sports Grounds which had been developed at the request of the Department and in consultation with it. The Board welcomed the Operational Framework as clearly setting out the SGSAU's role in relation to spectator safety, including its oversight, advice and promotion responsibilities.

The Board agreed that KPI 16 be redrafted to reflect the SGSAU's role as set out in the Operational Framework and that it should refer to a minimum of 11 Process Assessment Reports. John News agreed to update the Board when the wording had been agreed by the Department.

**4. HR Project – Review of arrangements for Providing Emotional support to staff
SNI/16/82**

Paper withdrawn. Christine Kerr will present it at the October 2016 Board meeting.

5. Governance and Accountability Project

- **Records Management and Data Security Workstream**

Leigh Brown presented paper SNI/16/83 explaining that the work undertaken so far exceeded that identified in the Sport NI Implementation Plan and that significant work remained. The Board agreed that that the Transformation Programme Workstream should be closed off; that Leigh Brown should set up an Information Management and Data Security Project; and that an experienced Information Manager (DP) should be seconded in for up to 12 months.

6. Transformation Programme

- **SRO Report**

Brian Delaney presented paper SNI/16/84. Members noted progress against the Programme Plan and that the Programme was broadly on track for timely completion.

Members instructed that the use of RAG indicators be simplified so that progress was indicated as RED, AMBER or GREEN, with GREEN indicating the action had been completed.

Members noted that Internal Audit would audit implementation of the Transformation Programme and the IELT recommendations in September or October.

Brian reported that having considered the nature of the Programme, the advice from the Centre for Excellence and following discussion with the Programme Board, he had decided that a Gateway style Healthcheck would give a sufficient level of assurance. Brian reported that he had asked the Project Director to see the agreement of the Department.

Brian Delaney reported that as SRO for the Transformation Programme, he has appointed Catherine O'Mullan to lead the Board Leadership Project and her first priority would be development of a Board Operating Framework.

7. Transformation Programme

- **Transition to Business as usual**

Maggie Smith presented paper SNI/16/85. The Board noted the progress made. The Board agreed to use the Balanced Scorecard approach to strategic management for the 2017-18 and subsequent Business Plans. Members made clear that they intended to consider the strategic objectives for inclusion in the Scorecard at an early stage.

The Board agreed the inclusion in the 2017-18 balanced scorecard of the objective of obtaining IIP Bronze by 31 March 2018.

The Board commissioned a paper on the metrics (including trend data) it needs for assurance in relation to HR.

The Board also agreed that the review of the HR function which was due to report by 30 September 2018 should include the option of sharing HR services with another ALB.

It was agreed that the Chair would write to staff on behalf of the Board to demonstrate the Board's continued commitment to the Transformation Programme and to thank staff for their work in implementing it.

8. Risk/Opportunity register

Leigh Brown presented paper SNI/16/86. The Board considered and agreed the register, noted actions since last month and were satisfied that risks are being managed within the appetite and tolerances defined by it.

Leigh Brown agreed to provide a finance report to future Board meetings which showed expenditure against budget and explained any variances.

The Board agreed that it would review its risk appetite in early 2017. It asked the Executive Team to review risk tolerances and Leigh Brown to bring a paper to the 12 October Board meeting.

Members approved the paper.

9. Scheme of Delegation

Leigh Brown presented paper SNI/16/87. The Board considered the paper and subject to clarification on point 3.1 of Appendix 2, were content with the Scheme of Delegation. Leigh Brown to review comments and come back to the Board on this matter.

Members requested assurance at the 12 October meeting that the Interim CEO and Directors will discuss their delegated authority under the Scheme of Delegation at a forthcoming Executive Team meeting and that the Directors will ensure that budget holders and other relevant staff are aware of the Scheme.

10. Chairman's Business

Brian reported that he and Catherine O'Mullan had met the Minister on 30 August.

11. Papers to note

Members noted and were content with the following papers. They commended the high quality of information and in particular the Communications Strategy.

SNI/16/88 Rio Olympic Games 2016: Performances of NI Athletes

SNI/16/89 Communications strategy and monitoring arrangements for the strategy

SNI/16/90 Human Resource Management Update

SNI/16/91 Draft Exchequer and Lottery Accounts for 2014-15 & 2015-2016

SNI/16/92 Supporting the strategic development of Disability Sport in NI

SNI/16/93 Rolling Plan of Board Business

SNI/16/94NI/16/91 Table of Members Attendance 2016-2017

12. Any other Business

Members noted that the Minister for Communities had agreed the 2016-17 Business Plan.

Members agreed to complete the skills assessment form and return to Susan McStay by 30 September.

Members were notified that the Gifts and Hospitality register will be moving online.

The meeting closed at 20:15.

Dates of next meetings

Date	Venue	Time
12 October 2016	House of Sport	15:00 for training 17:00 for Board meeting
16 November 2016	House of Sport	17:00
14 December 2016	House of Sport	17:00
18 January 2017	House of Sport	17:00

Signed _____ Date: _____

Sport Northern Ireland

House of Sport

Upper Malone Road

Belfast

BT9 5LA

